Jefferson Lab
Thomas Jefferson National Accelerator Facility

MINUTES OF TABLETOP
HURRICANE PREPAREDNESS
Monday, May 14, 2007

ATTENDING:

John Kelly (Lead)	JT Kelley
Walt Akers	Robert May
Mike Dallas	Rusty Sprouse
Debra Dowd	Scott Mallette
Craig Ferguson	Steve Neilson
Carter Ficklen	James Turi

Hurricane Preparedness Conditions (HPC) 1:

1. Per the Lab's Hurricane Preparedness Conditions (HPC) and Primary Actions Chart (see attached), on May 1, 2007 the lab initiated HPC 1 preparations. Hurricane checklist owners were reminded to review their checklists and provide updates to John Kelly, the lab's Emergency Manager. By June 1, 2007 supplies should be stored, staff should be familiar with protocols, the Severe Weather Team should be aware available, and Essential Personnel should be identified.

   Hurricane Preparation Checklists are available at:
   http://www.jlab.org/intralab/emergency/weather/index.html

   Action: Have a table top for checklist owners to review steps for adequacy of their plans. Test critical aspects of emergency (e.g. of power). John Kelly, due July 15, 2007

2. **Routine Testing of Emergency Systems:**
   - Facilities Management runs routine tests and monitors the emergency generators during this period.
   - The IT Department routinely backs up the lab's computer systems and data. It also routinely tests its emergency power systems.

Hurricane Preparedness Conditions (HPC) 2:

1. **Command and Control Charts:** When the National Weather Service upgrades HPC to Condition Level 2 the "JLab Severe Weather Decision-Making Process and Contacts" flow charts for both inside and outside of normal business hours will be used to determine the actions of the Lab's Severe Weather Team, who will assemble, monitor and provide commentary to staff.

   Action: Names and phone numbers for positions and alternates be available with these charts. Members should be aware of their responsibilities and consideration should be taken when leave is requested. John Kelly due June 1, 2007

2. Last year the Lab reviewed its staff's demographics and determined that severe weather within a 20-mile radius of the lab would be monitored. Shutdown preparations should incorporate considerations for individual's personal preparations. Also, because of the unique terrain within this 20-mile radius there could be a major event in one area while other areas are unaffected. Preparations should account for this. A special timesheet line item was to be authorized for such an occurrence.

3. **Communication Plans:** A total site-wide/staff-wide communication alert system is currently being developed. To access the current "All-Employee" notifications system which provides sitewide alert messages go to https://infra.jlab.org/. Actual notification authorization is strictly limited to select individuals. Available options include:

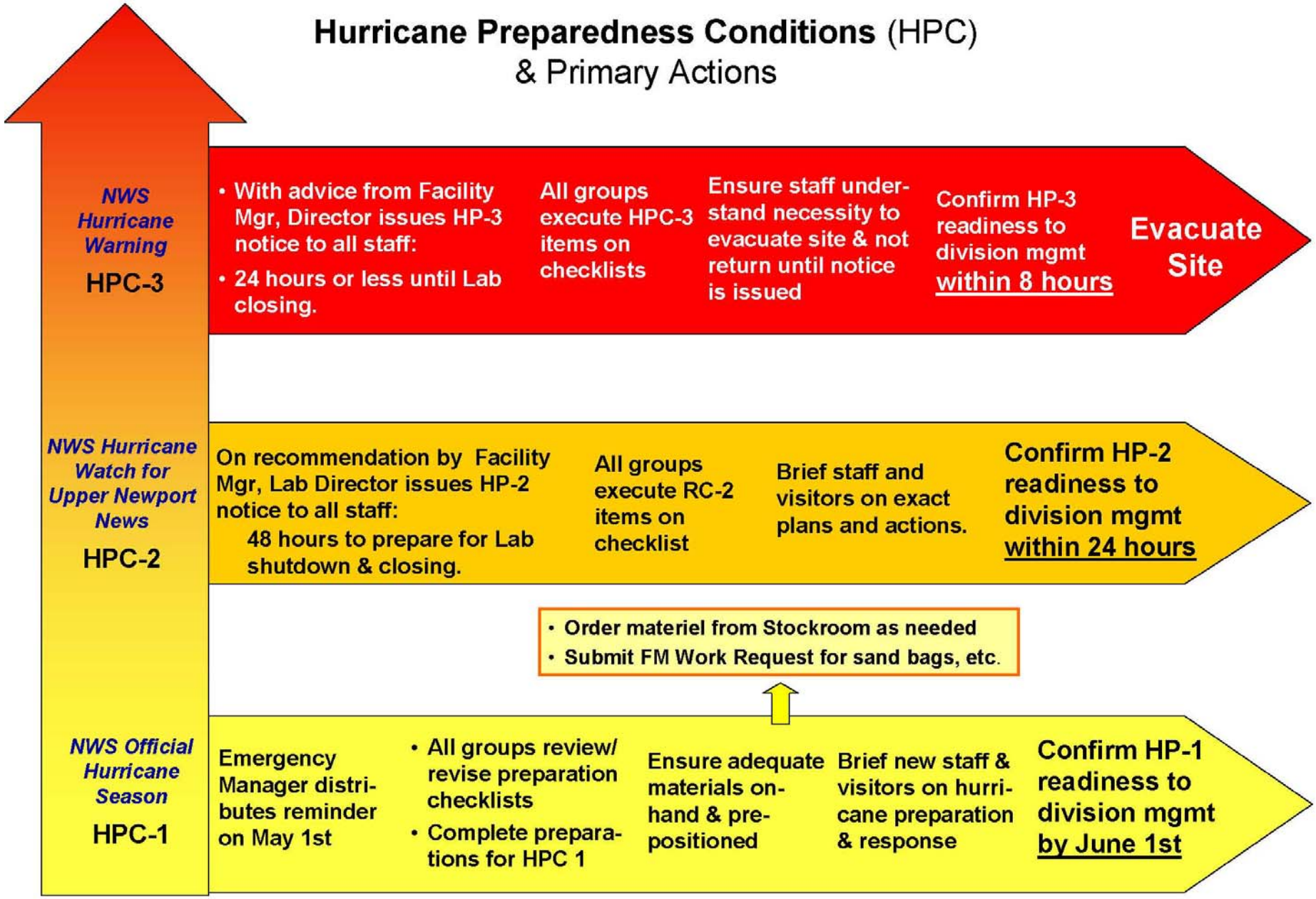
   - Emergency Communications Applications:
     - Communications Procedures:
       A collection of procedures and checklists that can be used to provide broad dissemination of information and notification in the event of an emergency.
     - Guard Alert Page:
       An application allowing the Guard Post to send emergency messages to first responders across site.
     - Site Wide Alert:
       An application that sends emergency messages and pages to all staff on site. The recipients are automatically selected from a list that is ordered by first-responders, managers and then staff to assure the most effective distribution of information.
   - Notification Applications:
     - Outage Manager:
       An application for creating and viewing planned outages for computing resources, utilities and roads throughout the site.
   - Monitoring Applications:
     - Site View:
       An application for monitoring the state of power and cooling resources that directly support computing at Jefferson Lab.
   - Infrastructure Documentation:
     - Critical Power Path Worksheet:
       This worksheet identifies the settings for all critical breakers and switches along the critical power path for Jefferson Lab's core computing resources.
     - Power Distribution Chart:
       This graphic shows the power delivery path for Jefferson Lab's core computing resources.

   Action: Refine communication plan to reflect command and control during severe weather emergency. Walt Akers due June 15, 2007. Present to this assemble group for review.

Hurricane Preparedness Conditions (HPC) 3:

1. Prepare for Evacuation: JLab policy "Leave when you are told, do not come back until you are told."

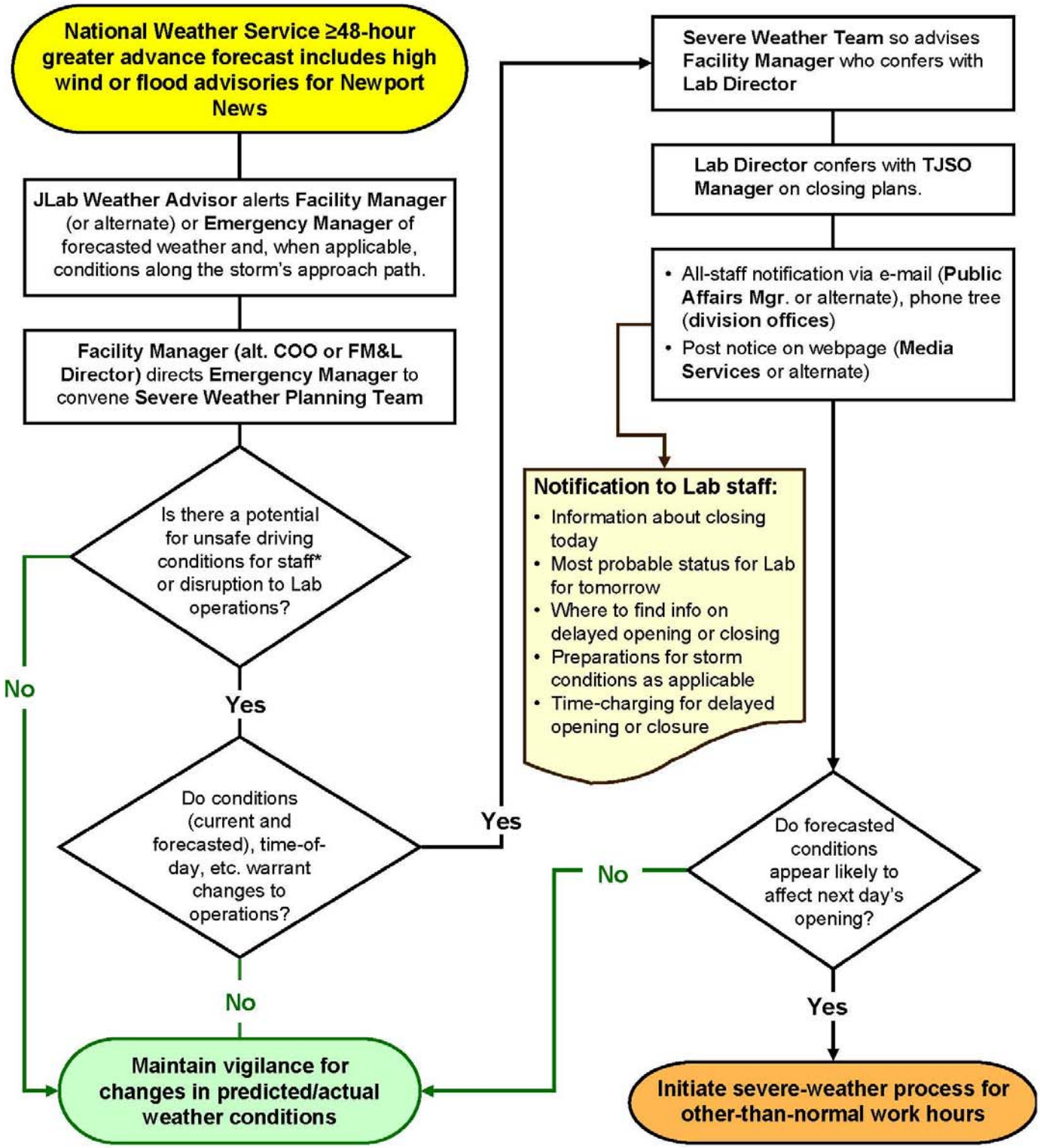
2. There is currently no "Ride-Out" team, however, stockpiling provisions for "shelter-in-place" was recognized as beneficial in several emergency scenarios.
   Action: Identify and designate areas of shelter in the event there are personnel on site during severe weather emergency. Determine the requirements of storing and securing provision such as food, water and first aid supplies. Rusty, Craig, due June 30, 2007.


Hurricane Preparedness Conditions (HPC)
& Primary Actions
NWS Hurricane Warning
HPC-3
• With advice from Facility Mgr, Director issues HP-3 notice to all staff:
• 24 hours or less until Lab closing.
All groups execute HPC-3 items on checklists
Ensure staff understand necessity to evacuate site & not return until notice is issued
Confirm HP-3 readiness to division mgmt within 8 hours
Evacuate Site
NWS Hurricane Watch for Upper Newport News
HPC-2
On recommendation by Facility Mgr, Lab Director issues HP-2 notice to all staff:
48 hours to prepare for Lab shutdown & closing.
All groups execute RC-2 items on checklist
Brief staff and visitors on exact plans and actions.
Confirm HP-2 readiness to division mgmt within 24 hours
• Order materiel from Stockroom as needed
• Submit FM Work Request for sand bags, etc.
NWS Official Hurricane Season
HPC-1
Emergency Manager distributes reminder on May 1st
• All groups review/ revise preparation checklists
• Complete preparations for HPC 1
Ensure adequate materials on-hand & pre-positioned
Brief new staff & visitors on hurricane preparation & response
Confirm HP-1 readiness to division mgmt by June 1st

JLab Severe Weather Decision-Making Process

Hurricane/Tropical Storm & "Nor'easter"-Type Storms

(Decisions during normal business hours)



*Factor in local conditions within 20-mile radius of JLab.

JLab Severe Weather Decision-Making Process and Contacts

Hurricane/Tropical Storm & "Nor'easter-Type Storms

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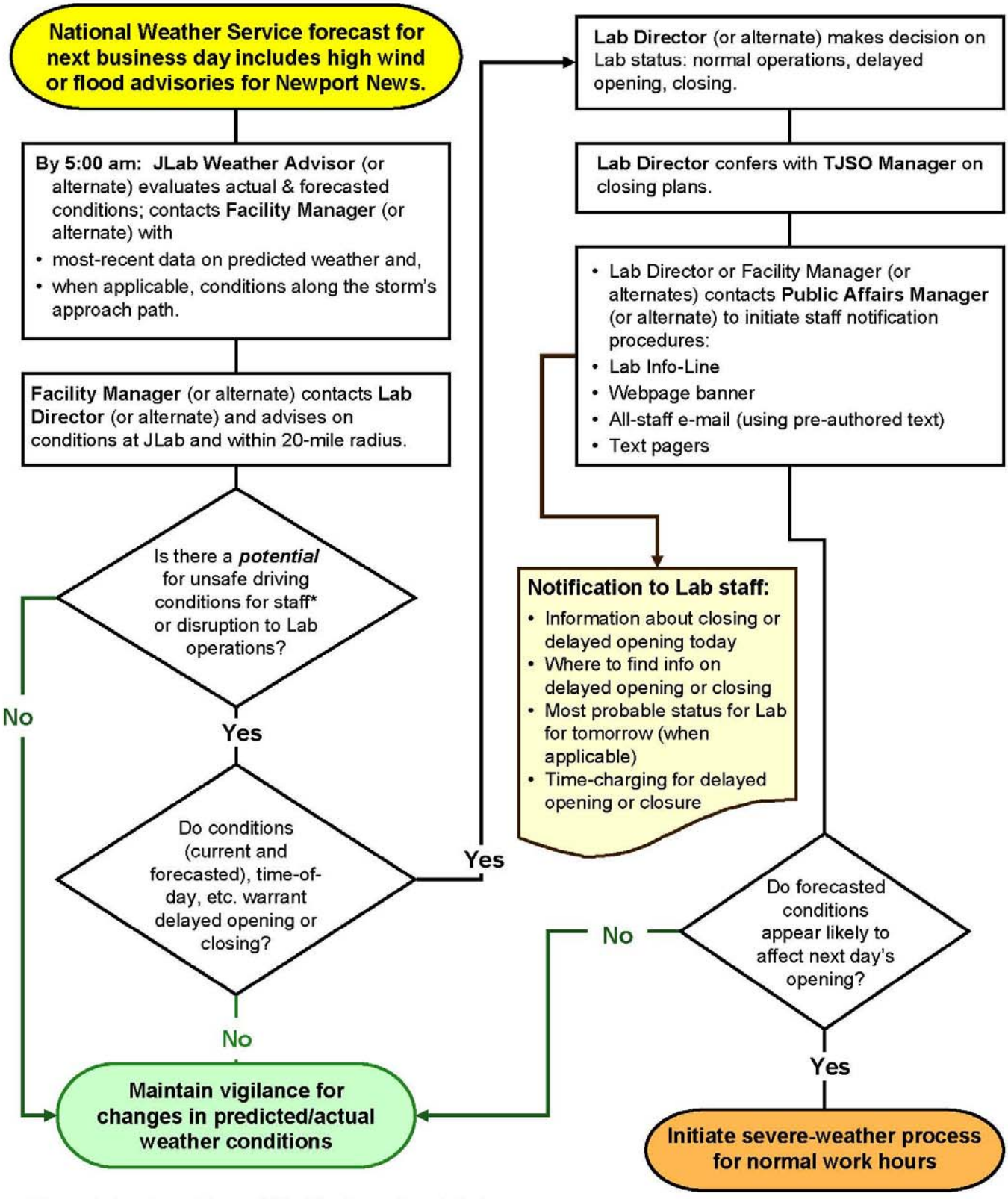

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